

## GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven data base system. The INTERNET address GSA ADVANTAGE! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Schedule Title FINANCIAL AND BUSINESS SOLUTIONS

FSC Group 520

Contract Number GS-23F-0038N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: October 23, 2007 to October 22, 2012; (two option periods remaining).

Contractor s name, address and phone number and FAX number:

R. Navarro & Associates, Inc.  
2831 Camino Del Rio South  
Suite 306  
San Diego, CA 92021  
Telephone: (619) 298-8193  
Fax: (619) 294-4579

Contractor s internet address/web site where schedule information can be found:  
[www.rnacpa.com](http://www.rnacpa.com).

Contract administration source: **Ramon Navarro.**

Business size: Small Disadvantaged business.

Prices shown herein are net (Discount deducted).

## CUSTOMER INFORMATION

- 1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices.

520-7                      Financial and Performance Audits

- 1b. Identification of the lowest priced model number and lowest unit price for that model and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See Exhibit I

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types or employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate Not applicable for this item.

See Exhibit II

2. Maximum Order Threshold: 520-7, \$1,000,000  
520-11, \$1,000,000
3. Minimum Order: \$300
4. Geographical coverage (delivery area): Domestic
5. Point(s) of production (city, county and State or foreign country):  
  
2831 Camino Del Rio South  
Suite 306  
San Diego, CA 92108
6. Discount from list prices or statement of net price: Net Price
7. Quantity discounts N/A
8. Prompt payment terms:          1%, 15 days  
                                                 0.75%, 20 days  
                                                 0% Net, 30 days
- 9a. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: YES
- 9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: YES
10. Foreign items (list items by country of origin): N/A

- 11a. Time of delivery: **Negotiated at Task Order**
- 11b. Expedited Delivery: **Negotiated at Task Order**
- 11c. Overnight and 2-day delivery. N/A.
- 11d. Urgent Requirements: **Negotiated at Task Order**
- 12. FOB points(s): Destination
- 13a. Ordering Address: 2831 Camino Del Rio South  
Suite 306  
San Diego, CA 92108
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. Payment Address: 2831 Camino Del Rio South  
Suite 306  
San Diego, CA 92108
- 15. Warranty provision N/A
- 16. Export packing charges N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A
- 18. Terms and conditions of rental, maintenance and repair: N/A
- 19. Terms and conditions of installation: N/A
- 20. Term and conditions of repair parts indicated date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
- 21. List of service and distribution points: N/A
- 22. List of participating dealers: N/A
- 23. Preventative maintenance: N/A
- 24a. Special attributes such as environmental attributes (recycled content, energy efficiency and/or reduced pollutants): N/A

- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): N/A
25. Data Universal Number System (DUNS) number 132586173
26. Notification regarding registration in Central Contract Registration (CCR) database:  
YES

## **EXHIBIT I**

**GSA Price List  
R. Navarro & Associates, Inc.**

### **Contract No. GS-23F-0038N**

Labor Category	10/23/08 - 10/22/09	10/23/09 - 10/22/10	10/23/10 - 10/22/11	10/23/11 - 10/22/12
Partner/Principal	\$133.70	\$139.05	\$144.61	\$150.40
Audit Manager	\$117.45	\$122.15	\$127.04	\$132.12
Senior Auditor	\$81.21	\$84.46	\$87.84	\$91.35
Staff Auditor	\$68.71	\$71.46	\$74.32	\$77.29
Information Systems Audit Support Specialist	\$98.96	\$102.91	\$107.03	\$111.31

Prices Shown Herein are Net (discount deducted)

## **EXHIBIT II**

# R. Navarro & Associates

*GS-23F-0038N*

## ***JOB TITLES/DESCRIPTIONS:***

### **1. Commercial Job Title: Partner/Principal**

**Minimum/General Experience:** Must be a partner or principal in the contractor's or a subcontractor's organization, and have at least seven (7) years of general audit experience, and three (3) years of Federal Government audit experience. Must be a Certified Public Accountant, licensed by the appropriate state licensing authority and be in good standing with the AICPA and State Boards.

**Functional Responsibility:** Oversees and has final authority in the conduct of engagements. Provides overall project management, with full responsibility for the work performed. Reviews and approves the final report.

**Minimum Education:** A Bachelor's Degree in Accounting or Business. Must have 80 hours of continuing professional education within the last 2 years that meets government CPE requirements.

### **2. Commercial Job Title: Audit Manager**

**Minimum/General Experience:** Must have at least five (5) years of general audit experience and two (2) years of Federal Government audit experience. Must be a Certified Public Accountant, licensed by the appropriate state licensing authority and be in good standing with the AICPA and State Boards.

**Functional Responsibility:** Manages audit engagements, to include: (1) reviewing working papers, financial statements and related reports for accuracy and completeness, (2) Discussing with clients the results of work performed, (3) Directing senior and junior auditors, (4) Reviewing and approving work plans and programs, (5) Ensuring that assignments are completed in the budgeted time and within delivery commitments, (6) Following the progress of the engagement and resolving accounting, auditing and reporting problems as they arise.

**Minimum Education:** A Bachelor's Degree in Accounting or Business. Must have 80 hours of continuing professional education within the last 2 years that meets government CPE requirements.

### **3.Commercial Job Title: Senior Auditor**

**Minimum/General Experience:** Must have at least two (2) years of general audit experience and one (1) year of Federal Government audit experience. Must be licensed as a CPA or meet the CPA educational requirements of the state in which employed.

**Functional Responsibility:** Acts as senior auditor, and independently performs a major segment of an audit. Directs the work of junior auditors instructs them in the work to be performed, reviews their work and directs revisions as necessary. Makes decisions on all but the most unusual accounting, auditing, and reporting matters.

**Minimum Education:** Bachelor s Degree in Accounting or Business. Must have 80 hours of continuing professional education and training within the last 2 years that meets government CPE requirements.

### **4.Commercial Job Title: Staff Auditor**

**Minimum/General Experience:** Must be licensed as a CPA or meet the CPA educational requirements of the state in which employed. No experience is required.

**Functional Responsibility:** Performs specific audit steps under the supervision of a senior auditor.

**Minimum Education:** Bachelor s Degree in Accounting or Business. Must have 80 hours of continuing professional education and training within the last 2 years that meets government CPE requirements.

### **5.Commercial Job Title: Information Systems Audit Support Specialist**

**Minimum/General Experience:** Three (3) years of technical experience in information systems technology.

**Functional Responsibility:** Analyzes a wide variety of information systems, including batch and on-line systems, data formats, and complex programs. Writes computer programs for mainframe and personal computer environments. Uses available tools, languages and utilities to perform data and statistical analyses, and to produce formatted reports. Performs routine general and application reviews, and computer assisted audit techniques.

**Minimum Education:** Bachelors Degree in Computer Science, or an IT, engineering or scientific field.